

EDITED KSA LISTING

CLASS: Associate Business Management Analyst

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1	Basic knowledge of methodology of analysis as it applies to various business management issues.
K2	Basic knowledge of principles and practices of governmental budgeting in order to effectively administer business management activities.
K3	Basic knowledge of principles of public and business administration, as it relates to business management activities.
K4	Basic knowledge of the principles of organizing and managing workload and/or projects as it relates to business management activities.
K5	Basic knowledge of the principles and practices of property acquisition, contract administration, specification writing, financial record keeping, office layout, purchasing, and building management as it relates to daily activities.

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	Skill to:
S1	Analyze logically and creatively to identify issues, draw valid conclusions, develop effective solutions, alternatives and/or make recommendations to business situations.
S2	Establish and maintain effective working relations with those contacted in the course of the work.
S3	Clearly communicate ideas and information regarding business management activities.
S4	Interpret and apply laws, rules, standards, and procedures as they apply to the business management activities.
S5	Successfully negotiate agreements as they relate to business management services.
S6	Prepare budgetary data on future planning needs (i.e., cost of equipment, supplies and services) as it pertains to business management functions.
S7	Act as a leadperson to provide instruction and/or guidance in order to facilitate projects and/or assignments related to business management services.